

21 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report - Week Ending
21 September 1973**

1. Job Possibilities for Separates: Retirement Affairs Division has compiled an updated list of some 50 former and present CIA employees in the surplus category who are interested in continuing Federal employment and sent this list to 88 Federal personnel officers with whom we are in contact in various Government agencies throughout the Washington metropolitan area. Each employee is given a number and is listed by grade, position title/experience, and educational level; names do not appear. Lists were previously distributed through members of the Interdepartmental Placement Committee in June and July. Experience has proven that this is an excellent means of getting our employees' qualifications before prospective Federal employers. Such agencies as the Drug Enforcement Agency, Environmental Protection Agency, National Bureau of Standards, Secret Service, and Veterans' Administration are only a few of the many who have requested copies of individual application forms (SF 171) on persons of interest to them.

2. Co-op Program:

a. Mr. Harris Rollins, Director of the Cooperative Education Program, and Dr. Samuel Douglas, Chairman of the Math and Computer Science Department at Grambling College were enthusiastic over their tours and discussions with officers of the Office of Joint Computer Support and the Office of Weapons Intelligence on Monday, 17 September.

b. [REDACTED] our Coordinator for Cooperative Programs, briefed senior officers [REDACTED] on 20 September. They are considering the co-op program as a means of securing employees who are fluent in Russian and have a good knowledge of engineering and physical sciences. Co-op schools which are strong in these departments have been identified.

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3. Vacancy Notices: The Agency vacancy notice system has had some increase in volume this week, primarily due to activity from the Office of Weapons Intelligence. The notices are obviously reaching components and employees, as employees are calling and asking questions about the notices and are applying for the vacancies in reasonable numbers. For example, one of the OWI vacancies for a computer specialist has had seven applicants thus far.

25X1A 4. Labor Relations: [REDACTED] Chief, Review Staff, attended the Labor Relations Briefing for Executives on 14 September 1973 presented by the Civil Service Commission at its Labor Relations Training Center.

25X1A 5. Conversion of Summer-Only Employees to Regular Staff: During the past week I approved the extension of summer-only employment for [REDACTED] These three young men are being processed for regular staff employment. We anticipate that their security and medical processing will be completed no later than 31 December and we hope much earlier.

25X1A 6. [REDACTED] entered on duty in February 1973 on a Reserve Appointment, GS-18, with the Intelligence Community Staff. In July 1973 he was informally detailed to the Department of Defense pending his confirmation in a Presidential Appointment position on Dr. Schlesinger's staff. As of this date the White House has not formalized his appointment and he is still carried on the Agency's rolls. While we anticipate an early resolution of this situation, DOD cannot furnish us with a firm date.

25X1A 7. Military Job Fair: Master Sergeant John Bizek, the Air Force NCO who organized the Pentagon Military Job Fairs in which we have participated, is now in Texas organizing a similar program in the San Antonio area. He has contacted [REDACTED] 25X1A [REDACTED] recruiter. Because of a conflict in dates, [REDACTED] will not be 25X1A able to participate, but he is providing literature and will receive referrals.

8. Rehired Annuitant: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

25X1A [REDACTED] --Office of Personnel--Independent Contractor--one-year extension of contract.

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9. CFC: [REDACTED] the Chief, Benefits and Services Division, met with representatives from each of the five directorates to brief them about the upcoming CFC. Representatives of BSD attended the CFC "fair" held at the Kennedy Center. The "fair" consisted of displays by many of the beneficiaries of CFC.

10. Suggestion Awards: The Suggestion Awards Committee reviewed 15 cases at their 19 September 1973 meeting and approved or recommended approval of awards totaling \$3,590.

Directorate of Operations -- \$1,450

2 ISG employees (3 cases) - \$750, \$150 and \$175

1 MPS employee - \$200

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1 [REDACTED] employee - \$175

Directorate of Science and Technology -- \$1,260

6 NPIC employees (in 4 cases) for awards of \$600, \$80, \$105 and \$400

1 OTS employee - \$75

Directorate of Intelligence - \$450

STATSPEC

[REDACTED] employees - \$300 and \$150

Directorate of Management and Services -- \$430

1 OP employee - \$100

1 OL employee - \$100

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1 OS employee - \$230

11. New Publication: We have received a copy of the Department of State Indexes of Hiring Costs Abroad as revised in 1972 authored by Erle T. Curtis of the Allowances Staff of the Department of State. This publication gives excellent background on how the surveys overseas are

[REDACTED]

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Coming Events

1. Develop preliminary projection of retirements for FY 1974.
2. Work will continue on the position management surveys of DDI Admin Support, OTS, OSR, NPIC, FMSAC and USIB.
3. Our Qualifications Analysis Branch officers will continue joint development, with OJCS, of major revisions in recording and reporting of qualifications data.
4. The Fine Arts Commission is going to review the sketches for the proposed display case for Agency medals and medallions.
5. An all-employee bulletin announcing the 1973 open season for health benefits will be forwarded for review as soon as the new rate schedule is received from the Civil Service Commission.
6. Final preparations will be completed for the Combined Federal Campaign.

/s/ John F. Blake

John F. Blake
Director of Personnel

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OD/Pers/ [REDACTED] :jmm (21 Sep 73)

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